



## Intern Job Description: Newsletter Production Manager

### About Us

The Tai Initiative is a Seattle-based, nationally distributed 501(c)3 non-profit for education. We are dedicated to understanding and promoting strength at the subnational (state, city, university, business) level of the U.S.-China relationship.

Our vision: 21st century American and Chinese leaders elevating humanity.

Our mission: To nurture and educate the network of organizational and personal relationships between Americans and Chinese to achieve mutual understanding, communication, and trust.

The Tai Initiative is building an intern team to strengthen the member network and manage the production and publication of online material, all for the purpose of advancing the educational mission of the organization. The team consists of eight positions. The Business Development Assistant reports to the Director of Operations. The Research Assistant works with the entire executive team; all others report to the Executive Director: Member Relations Program Manager, Website Operations Manager, Publication Team Lead, 泰论坛 (*Tai Luntan*) Video Blog Manager, Newsletter Editor & Manager, and Podcast Manager.

### Duties and Responsibilities

All positions on this team share some common duties and responsibilities:

- Be available at least once a week for phone or face-to-face interaction with the Executive Director and/or the Publication Team Lead.
- Schedule 4-6 hours of time each week for performing the duties of the internship.
- Seek and recruit volunteers for the translation of Tai Initiative publication material to Chinese
- Perform the “daily checklist” when scheduled (no more than once a week).
- Perform at least two of the following social media actions each week:
  - o Facebook: Share at least one news item or US-China experience reflection on the TI Facebook page on their personal page or other China-related FB group.
  - o Facebook: Comment on TI posts of newsletters, new blog articles, or related material
  - o Twitter: Tweet something original after coordinating the text/links with the editorial team lead or Executive Director
  - o Twitter: Retweet any tweet of substantial value from:
    - An existing Twitter account TI follows
    - A quality US-China related institution TI does not yet follow
  - o LinkedIn: Write an original posting on LinkedIn after coordination with the editorial team lead or Executive Director.
- Communicate openly, honestly and with supportive spirit toward the other interns and staff.
- Perform all work with an attitude of seeking excellence in publication.

In addition, the Newsletter production manager will:

- Manage deadlines for the Executive Director's production of material
- Assist with the formatting and layout of each newsletter
- Ensure newsletter information accurately reflects current plans and active links
- Publish the newsletter on schedule in accordance with the editorial calendar
- Ensure a consistent appearance that strengthens the Tai Initiative brand
- Use the TI editorial calendar to guide themes and messages
- Regularly communicate with the Publication Team Lead

#### Opportunities and Benefits:

This internship will give you 21<sup>st</sup> century workplace skills for operating with a virtual, distributed team. *Face-to-face interaction is still important: for those interns in the Greater Seattle area, intern team meetings may be held in the downtown Seattle offices of The Tai Initiative: 800 5<sup>th</sup> Ave, Suite 4100 from time to time. For those interns not in the Greater Seattle area, face-to-face interactions with local Tai Initiative supporters, as well as with the team over Skype, WeChat video, and/or Google Hangouts will be encouraged as much as possible or when needed.*

All positions have the opportunity to publish online by contributing original written or audio material coordinated with the Executive Director on any of the channels.

You will gain direct exposure to an international network of professionals in dozens of different U.S.-China relations communities.

At the conclusion of a successful intern experience, you will receive recommendation letters to programs where you wish to apply your skills and career ambitions.

You will receive over the course of their internship several opportunities for individual attention and mentorship on your career goals, networking skills, and leadership development. Opportunities to participate as a group in leadership training will be made available but not required for continued completion of the internship.

This internship will last at least until the end of May 2016, with options to continue the relationship through summer 2016 and beyond.

#### **The Tai Initiative focuses on a few themes to guide our content production:**

The four levels of the America-China relationship (civilizational, national, subnational, and individual).

The question of identity. What does it mean to be Chinese? What does it mean to be American? What are the connections between different factors informing these identities?

The nature and improvement of excellent leadership skills and character attributes.

Thoughtful citizen engagement with the national narratives being written and spoken in each country.

**Methods The Tai Initiative uses to examine these themes:**

Personal interviews

Panel discussions

Educational articles

Reflective essays

Reading & listening guides

**Interested? How to apply:**

Send an email to [carson@taiinitiative.org](mailto:carson@taiinitiative.org) with two attachments:

Your resume

An existing piece of your writing, preferably from an existing online blog but any paper or essay will do as long as it is good work that you are proud of.

In the email, introduce yourself and your interest in interning with The Tai Initiative. Tell us which specific position you are most interested in being placed in. If multiple positions, please explain why your skills best fit one in particular. We will immediately consider your application and give you a reply within one week.

If you have a LinkedIn account, also extend a LinkedIn request for connection to Carson Tavenner.